

**AGENDA:** July 8, 2003

**4.14**

**CATEGORY:** Consent

**DEPT.:** Public Works

**TITLE:** Shoreline Golf Links Golf Car/Pro Shop Facility—Authorize Architectural and Engineering Design Services Contract

### **RECOMMENDATION**

Authorize the City Manager to execute an architectural and engineering design services contract with Don Wudtke & Associates, Inc. (DWA) of Napa, California to provide design services for the renovation and expansion of the Shoreline Golf Links Golf Car/Pro Shop Facility, Project 03-30, for a total fee not to exceed \$265,000.

### **FISCAL IMPACT**

The Shoreline Golf Car/Pro Shop Facility, Project 03-30, was approved as part of the 2002-03 and 2003-04 Capital Improvement Program (CIP) with a total funding of \$3.4 million from the Shoreline Community Fund. The architectural and engineering design services fee for the project includes basic services of \$220,000, reimbursable expenses of \$20,000 and additional services of \$25,000 for a total not-to-exceed amount of \$265,000. There are sufficient funds in the project budget for the design services contract.

### **BACKGROUND AND ANALYSIS**

#### **Project Background**

The Shoreline Golf Links golf car/Pro Shop project involves renovating and expanding the existing golf car storage area to store and charge 78 new electric cars to comply with the mandated conversion from gas to electric vehicles. The remainder of the existing facility will also be renovated and expanded to provide more space for retail sales, staff offices, storage and additional rest room fixtures. The aging mechanical system will also be replaced.

The Council approved the conceptual plan for the project on November 19, 2002 and authorized staff to proceed with a request for proposals for architectural and engineering services. Full funding of the project was approved as part of the 2003-04 CIP.

#### **Architectural/Engineering Design Services Selection**

The City's policy on selecting professional services involves sending a request for proposals to firms considered competent based on submitted qualifications. The City selects a firm on

the basis of demonstrated competence and qualifications to perform the required services at a fair and reasonable price. State law specifically prohibits the selection of professional services for public works projects on the basis of low bid.

A request for proposals was issued to eight prequalified firms in December 2002 and five proposals were received in January 2003. The proposals were evaluated for public and remodel project experience and the four most qualified firms were invited to interviews with Public Works and Community Services staff in February 2003. References were checked and two firms were invited for a second interview in March 2003. After the second interviews, staff determined that DWA would be the best design firm for the project. DWA has successfully completed many public remodel projects, including several golf facilities, within budget and schedule. The proposed design fee is the result of negotiation between DWA and the City.

Basic services required of DWA and their subconsultants include architectural and interior design; graphics and signage; landscape architecture; structural, geotechnical, mechanical, plumbing, electrical and civil engineering; fire protection and sprinkler system design; construction cost estimating; support during construction; preparation of as-built drawings; and a postoccupancy inspection. Reimbursable expenses are actual expenditures made by the consultant in the interest of the project such as reproduction and mailing expenses. The additional services budget is an allowance for extra work not covered by basic services and will be provided by the consultant only when authorized by the City in writing.

The basic services fee of \$220,000 is 12 percent of the construction budget, which is consistent with what the City has historically paid for comparable services. Design services cost is traditionally a larger percentage of the construction budget on renovation than on new projects as renovation projects involve extensive coordination between existing and new materials and systems. Smaller projects also tend to have a larger design-to-construction cost ratio due to the economy of scale associated with larger projects. For comparison, the recently approved basic services design fee for the Senior Center project is 9 percent of the estimated construction cost, and the basic services design fee for the Downtown Parking Structure No. 2 is 9 percent of the estimated construction cost. Based on the fact that the golf car/Pro Shop project is smaller than both of these projects, as well as a remodel project, staff believes that the proposed fee is fair and reasonable.

#### Project Schedule

If the contract is authorized by Council, staff will convene a kick-off meeting with the project team and begin schematic design immediately. Staff expects to return to Council in approximately one year for approval of plans and specifications.

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**PUBLIC NOTICING**—Agenda posting.

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